

**COUNTY OF LOUDOUN
FIRE-RESCUE COMMISSION
16600 Courage Court
Leesburg, Virginia 20175
(703) 777-0333**

Commission Meeting
30 November 2004
1900 hours
Classroom #2 Training Annex

I. Call To Order: 7:00 p.m.

Commissioner I. Buchanan	Present	Supervisor Clem	Present
Commissioner M. Buchanan	Present	LCFR Chief Dawley	Present
Commissioner Ayres	Present	Medical Director Sabella	Absent
Commissioner Love	Present	Medical Director Morgan	Absent
Commissioner Muller	Present	EMS Chair Leo Kelly	Absent
Commissioner Rambo	Present	Fire Chair Cunningham	Absent

Others: Chief Marty Mantell (Leesburg Fire), Chief Steve Johnson (Ashburn Fire and Rescue), Mr. Glenn Dell (Hamilton Fire), Chief Bill McGann (Hamilton Fire), Rescue Chief Byron Andrews (Sterling Rescue), Mr. Ed Peters (Hamilton Rescue), ECC Manager Patty Turner (LCFR), Deputy Chief Pat Brandenburg (LCFR), Deputy Chief Mary Maguire (LCFR), Infection Control Officer Frankie Rust (LCFR), President Bill Mungovan (Lovettsville Fire and Rescue), Acting Assistant Chief Matt Partlow (LCFR), President Mike Kalasanckas (Arcola Fire and Rescue), President Bernie Boteler (Aldie Fire), and Mr. John Sandy (County Administration).

II. SPECIAL PRESENTATION - None

III. PUBLIC COMMENTS - None

IV. COMMISSIONER COMMENTS - None

V. DEPARTMENT REPORT

1. Department of Fire and Rescue Services – H. Dawley

Chief Dawley advised that Senior Staff has interviewed the three final candidates for Chief of the Department of Fire and Rescue Services. He noted that staff would meet with the County Administrator on 3 December to share their observations with him.

Commissioner Rambo encouraged the Commission and others to address their observations to Mr. Bowers directly.

2. Operations / Training – P. Brandenburg

DC Brandenburg provided copies of letters of request for staffing from Aldie Fire and Neersville Fire.

DC Brandenburg advised the Commission that there are two recruit schools underway. He noted that Recruit Class 11 will graduate on the 10 December, and that Recruit Class 12 started on 15 November and will graduate in April 2005, and that Recruit Class 13 will start training the second week in January 2005.

DC Brandenburg stated that the advertisements for the EMS training positions have been released and that the Department is seeking four EMS specialty trainers. He advised that the ad closes on the 10 December and will reopen until the positions are filled. Chief Dawley added that he hopes that our recruitment will reach a larger group of civilian EMS professionals in order to identify strong candidates.

3. EMS – J.J. Brown

DC Brown advised that the Bloodeborne Pathogen / Infection Control guideline has been endorsed by Senior Staff and the EMS Council. He stated that Infection Control Officer, Frankie Rust, is here to answer any questions on the guideline.

4. Fire Marshal – K. Brower

Chief Dawley advised that FM Brower has prepared that the annual press release regarding restrictions on live Christmas tree displays in multi-dwelling units without sprinklers. DC Maguire added that live trees are allowed in multi-dwelling units unless the property owners decide otherwise.

5. Communications – M. Partlow

None

6. Planning / Administration – M. Maguire

DC Maguire requested that the Commission address two draft guidelines that were provided for consideration several months ago. Commissioner Rambo noted that he was planning to ask the Commission to address all of the pending guidelines in a special work session on 22 December and would like to add the two guidelines to that agenda.

7. Training – C. Parker

None

VI. COUNCIL REPORTS:

1. EMS COUNCIL – L. Kelly

DC Brown advised that the Bloodborne Pathogen guideline has been approved by the EMS Council and Senior Staff.

2. FIRE COUNCIL – J. Cunningham

None

VII. MEDICAL DIRECTOR REPORT – Dr. D. Sabella / Dr. J. Morgan

DC Brown advised that there are three main issues concerning quality of patient care issues that Dr. Morgan is currently reviewing.

VIII. DISCUSSION TOPICS:

1. Relocation of Ashburn ALS Career Staffing to the Temporary Moorfield Fire and Rescue Station – H. Dawley

Chief Dawley advised that the Department proposes to return 24/7 career ALS staffing to the Ashburn Fire and Rescue Station effective with career staff transfers on 30 December. Coincident with the change, the Department will relocate two precepting ALS providers from Sterling Rescue in order to provide daytime staffing at the Moorfield Fire and Rescue Station. He stated that this suggestion was made after discussions with Chief Johnson of Ashburn and Chief Andrews of Sterling Rescue. Chief Dawley stated that ALS incident data was reviewed and that there is a dramatic drop in the incident volume during evening hours. Chief Dawley noted his appreciation for Sterling Rescue's support for the Department's ALS preceptor activities and advised that Sterling Rescue would support additional training in the spring.

Commissioner Rambo advised that with the Commission's concurrence, he would make the appropriate changes to the guideline to reflect the change. Services at the Moorfield Fire and Rescue Station would be modified to reflect staffing of one ALS ambulance (12/7, daytime hours) as of 30 December.

2. SQUAD 13 / TRUCK 1 Staffing – D. Rambo / H. Dawley

Commissioner Rambo advised that discussions with both Leesburg Fire (R. diZerga) and Loudoun Rescue (S. Porter) have produced a temporary solution for staffing SQUAD 13 / TRUCK 1. The best approach seems to require the transfer of the Squad to the Plaza Street Station at 0600 hours each day by the career staff. The unit would be returned to Loudoun Rescue prior to 1800 hours each day. On weekends, SQUAD 13 would be staffed at Loudoun Rescue. Commissioner Rambo asked Chief Brandenburg if the Department could work with this compromise until the Board acts on the Commission's additional staffing request. Chief Mantell of Leesburg Fire was present and advised that although this seems to be the least desirable plan, he would like to resolve the issue right away and noted that Leesburg Fire will help to develop a solution.

3. FY06 Budget Priorities – H. Dawley / M. Maguire

- **Capital Improvement Budget**

Commissioner Rambo provided the Commission with a summary of the budget priority discussion and requested that everyone ensure that he has

accurately reflected our decisions. Chief Dawley advised that the summary addresses all of the issues that were discussed and resolved at the last Commission meeting. The additional CIP priorities include:

- All current CIP initiatives, including the Purcellville Safety Center
- Renovation of the Neersville Fire Station in preparation for the assignment of career staff
- Volunteer station renovation program
- Permanent Emergency Operations Center
- Replacement of the Aldie Fire Station
- Replacement of Neersville Fire Station
- Warehouse / CPAT facility
- Signal pre-emption (Phase 1)
- Leesburg South Fire and Rescue Station
- Kirkpatrick Farms Area Fire and Rescue Station
- EOD range

- **Operational Staffing**

Commissioner Rambo advised that Aldie's staffing request has been revised to include career support for one engine (24/7) as well as one BLS ambulance (24/7). President Boteler from Aldie was present and provided a brief history of the need for ambulance staffing in Aldie, advising that Aldie is one of the fastest growing areas in the County. He noted that the company has previously asked for assistance with an ambulance as the proposal has not been funded.

Commissioner Love suggested that inadequate justification has been provided for the ambulance and would like additional information, including the planned response area and current incident volumes. Chief Dawley advised that the Commission must resolve this issue quickly since the budget deadline is 10 December.

Commissioner Rambo proposed meet on 7 December to review the Department's recommendation regarding the request and to discuss the issue with President Boteler and Chief Carter from Aldie. DC Brandenburg noted that if this enhancement were submitted, the Commission would also need to endorse a BLS ambulance from capital funding as well.

Other Volunteer Stations

The following budget recommendations were adopted by the Commission:

- Arcola Fire/Rescue
 - Upgrade to one engine to 12/7
 - Upgrade one ALS ambulance to 12/7
 - One additional FTE is required
- Neersville Fire
 - Upgrade one engine (24/7) – 8 FTE's
- Aldie Fire
 - Upgrade one engine (24/7) – 8 FTE's

- Ashburn Fire
 - Establish truck services from the Ashburn Fire and Rescue Station
 - Initiate staffing for Truck 6 (12/7) – 8 FTE's
- Loudoun Rescue
 - Initiate dedicated staffing for Squad 13 (12/7) – 8 FTE's
- **Operational Supervision and other services**
 - Upgrade 1 Battalion Chief (24/7) – 2 FTE's
 - Replace EMS Battalion Chief positions (12/7) – 2 FTE's
 - Leave / training/ flex positions – 12 FTE's
 - Initiate staffing for HazMat / Squad services at the South Riding Station (24/7) – 12 FTE's
 - Authorize establishment of HazMat / Squad services at the South Riding Station
- **Non-operational Staffing**
 - Quartermaster (Civilian)
 - Procurement Assistant (Civilian)
 - Payroll Assistant (Civilian)
 - Human Resource Specialist (Civilian)
 - Self-Contained Breathing Apparatus Technician (Civilian or contract service)
 - Fire Marshal's Division Lieutenant (Uniformed)
 - Fleet Manager (Civilian)
 - Safety Lieutenant (Uniformed)
 - Mapping Technician (Civilian)
 - Public Education Assistant – AED Education (Civilian)
 - Human Resource Captain (Uniformed)
 - Capital Project Manager (Civilian or contract service)
 - Office of Emergency Management Specialist (Civilian)
 - CPAT / Wellness coordinator (Uniformed)
- **Volunteer Support**
 - Continuation of proffer replacement funding with an increase of \$300,000 associated with continuing residential and commercial growth
 - Additional \$40,000 base funding contribution for each fire and rescue station to offset increasing fuel and apparatus costs
 - Establishment of Vocational – Technical fire and rescue education program – 2 FTE's
 - Additional \$74,000 for volunteer contributions for the Temporary Moorfield Fire and Rescue Station
- **Equipment and Other Priorities**
 - EOD Total Containment Vehicle
 - Replacement of Middleburg Fire and Rescue Squad
 - Replacement of one engine for Hamilton Fire
 - Replacement of one engine for Neersville Fire

- Addition of two water tankers for non-hydrant areas in central and western Loudoun
 - Leesburg Fire
 - Round Hill Fire
- **Restoration of Base Budget Funding**
 - Overtime
 - Part-time instructor stipend
 - HazMat / Special Operations supplies
 - Miscellaneous base budget funding lost in FY05 (outside training, travel, etc.)
- **Other Enhancements**
 - Maintenance upgrade for computer assisted dispatch (CAD) system
 - SCBA repair and replacement equipment and supplies, including contracted flow testing
 - Records management software package
 - Completion of the video conferencing system (recommended by DC Partlow, cost \$45,000)

The Commission accepted the summary as an accurate reflection of the decisions made on 23 November.

4. FRG Operations 1.2.7, Traffic Pre-emption Systems – D. Rambo / M. Maguire

Commissioner Rambo advised that no comments have been received regarding the draft. He recommended that the Commission endorse the current proposal so that the Fire and Rescue Planner, Ms. Maria Figueroa, can begin to incorporate our needs into discussions with Building and Development. Commissioner Rambo noted that there is one correction to the draft, Paragraph 6a should note that the Route 7 and Lansdowne Boulevard intersection is located in Ashburn, not Sterling. Without objection, the guideline was placed on the action item agenda.

5. FRG Operations 2.3.2, EMS Battalion Chief Program – D. Rambo / H. Dawley

Chief Dawley requested that the Commission defer discussion of this guideline until the work session schedule for 22 December. The Commission agreed to Chief Dawley's request.

6. FRG Administration 3.5.1, Volunteer and Career Background Investigations – D. Rambo

Commissioner Rambo advised that the County's Human Resources Department wishes to propose an alternative draft for this guideline and that their proposal is pending. Commissioner Rambo requested that the Commission disregard the current draft pending receipt of the alternative.

7. Fire Apparatus Standards – J. Cunningham / P. Brandenburg

President Boteler, speaking as the Vice Chairman of the Fire Council, advised that the Council has not yet reviewed the proposed standards and that the next meeting

on 15 December. Commissioner Rambo requested that the Council provide recommendations to the Commission for consideration in at our January meeting.

- **FRG Operations 3.0.1.1, Engine Standards**
- **FRG Operations 3.0.1.2, Quint Standards**
- **FRG Operations 3.0.1.3, Truck Standards**

8. Squad Truck Standards – L. Kelly / B. Andrews

Rescue Chief Byron Andrews of Sterling Rescue advised that the Committee is still trying to put together a list of minimum equipment and training standards. The Committee wishes to provide a complete package for review, including a discussion of extrication units and heavy rescue squads.

DC Brown advised that the squad standards from 1995 are already in place and suggested that the Commission needs to consider whether to separate the classic roles of squads in the County from the role of a fire squad. Commissioner Ayres asked that the Commission consider the roll of rescue engines during the discussions.

Commissioner Rambo requested that the EMS Council provide a softcopy of the existing minimum equipment for heavy and medium-duty squads. He also asked that the EMS Council complete their recommendations quickly so that the issue can be discussed and resolved. Commissioner Rambo noted that he would like to discuss this issue at the Commission's January meeting.

9. Capital Facilities Programs and Issues – M. Maguire

Commissioner Rambo thanked Supervisor Clem, Mr. John Sandy of County Administration, Ms. Bridget Bangert, the Administrative Assistant to Supervisor Clem, Mr. John Carlton of the County Attorney's Office, and everyone on the County staff that has been so helpful in the development of the approach for the development of the Purcellville Safety Center.

- **Dulles 28/7 Property Acquisition**

DC Maguire advised that a meeting has been scheduled for 14 December to continue discussions on the Dulles 28/7 fire and rescue station. The meeting includes representatives from Sterling Fire, Sterling Rescue, and the Sterling Safety Center. She stated that the options include contacting the owners of potential station sites and using a real estate agent to assist with the search.

- **South Riding Station Status**

DC Maguire advised that lease agreements, deed of dedication and necessary easements are being reviewed by the County Attorney's Office and Building and Development. Target release of the Invitation for Bid (IFB) is this winter with construction starting in the spring.

- **Purcellville Fire and Rescue Station Status**

DC Maguire advised that County Administration, the Department, and representatives from Purcellville Fire and Purcellville Rescue are working

together to complete the lease agreement. She advised that the Public Safety Committee has endorsed the lease agreement and that both companies are developing the program requirements for the Safety Center.

- **Moorfield Fire and Rescue Station**

Commissioner Rambo requested that the Department, Ashburn Fire and Rescue, and he meet on 7 December at 1730 hours to discuss Ashburn's concerns. All parties agreed.

- **Training Center Annex Construction Schedule**

DC Maguire advised that the IFB is scheduled for release during the next two weeks. The proposal is due about eight weeks from release of the IFB. Project construction could begin late winter or early spring 2005. Commissioner Rambo requested that the Department help to identify a volunteer to support the proposal review and selection of a general contractor.

10. Information Technology Capital Programs Initiatives – F. Muller

Commissioner Muller advised that the group has not been able to meet. DC Partlow advised that he sent an e-mail regarding meeting on 2 November at 1530 hours. Commissioner Rambo asked if the Committee could provide a plan to the Commission by spring. Commissioner Muller advised that they remain on track for the spring.

11. Bloodborne Pathogen Guidelines – J.J. Brown

Commissioner Rambo advised that the guideline has been reviewed and that the EMS Council and Department staff have endorsed the proposal. Commissioner Rambo that with the Commission's concurrence, he would move the guideline to the action item agenda.

12. NOVA Response Issues (Discussion) – M. Mantell / P. Brandenburg

Commissioner Rambo thanked Chief Mantell of Leesburg Fire for attending the Commission meeting to address revisions to Loudoun's implementation of the NOVA manual. Chief Mantell advised that ECC Manager Patty Turner, Chief Bill Schwartz, CAD Analyst Mike Carter, and Safety Officer Bob Swarthout were supporting the Fire Council's review.

Chief Mantell advised that the Committee has identified a couple of areas for discussion and have started developing revisions regarding the following subjects:

- **Discretionary Response Policy**

Chief Mantell noted that this policy would allow the officer-in-charge of a unit and the ECC to manage resources more efficiently by allowing units to add themselves to an incident if they believe they can enhance the response.

- **Automatic Station Replenishment**

Commissioner Rambo advised that draft guideline would permit the automatic

replenishment of fire stations for working incidents. Commissioner Rambo suggested that the Commission expand the guideline to include rescue stations as well as fire stations. He stated that the guideline would be discussed further at the Commission work session on 22 December.

Chief Mantell added that this guideline would give the ECC supervisor the ability to assess system needs, and decide how to strategically replenish stations to meet the needs of the system.

Chief Mantell also noted that the Committee is investigating a tiered investigation response for investigations, including gas leaks, electrical odors, and similar incidents. He advised that the Fire Council and the Council's Chiefs Committee have recommended that the Commission endorse the station replenishment and discretionary response guidelines.

DC Brandenburg advised that the Fire Council is reviewing the rural water section of the NOVA manual and he plans to have a recommendation available for Commission's review at their January meeting. He stated that in general, the NOVA manual is working and that the system is becoming accustomed to the new methods, including use of RIT teams and the Incident Command System.

Without objection, Commissioner Rambo moved the adoption of the NOVA manuals to an action item in order to eliminate further trial periods.

13. Appointment of Committee to Recommend Lieutenant and Captain Qualification and Training Requirements – D. Rambo

Commissioner Rambo advised that he is developing a Committee to develop a qualification and training program for company officers in the system. He stated that he has a draft charter for the committee. He advised that he has asked Chief Bill McGann to become the chairman of the Committee and advised that he has received recommendations from Department and others for membership of the Committee. Commissioner Rambo stated that he would give the Committee 90 days to develop their initial recommendations.

14. Emergency Access Lanes in Eastern Loudoun County – D. Rambo

Commissioner Rambo noted that emergency access lanes continue to be an issue for companies in eastern Loudoun County. Following a tour given by Sterling Rescue, Commissioner Rambo observed that many of the emergency lanes on the border between Loudoun and Fairfax County remain an issue. Agreements for emergency access have been neglected and may require the Board's assistance to correct. Commissioner Rambo suggested that the Public Safety Committee might be an appropriate venue to discuss these concerns.

IX. ACTION ITEMS

1. Consideration of FRG Administration 1.2.7, Traffic Pre-emption Systems

A motion was made by Commissioner M. Buchanan and seconded by Commissioner Ayres to adopt FRG Administration 1.2.7, Traffic Pre-emption Systems, with the following revisions:

(1) The addition of item 5N, adding a pre-emption system at the Middleburg Fire and Rescue Station on Route 50 and (2) Correct the designation of the intersection of Route 7 and Lansdowne Boulevard as Ashburn and not Sterling.

The motion was adopted (7-0-0-0)

2. Bloodborne Pathogen Guideline

A motion was made by Commissioner Rambo and seconded by Commissioner Love to adopt the guideline as recommended by the Department.

The motion was adopted (7-0-0-0)

3. NOVA Manual

A motion was made by Commissioner Rambo and seconded by Commissioner Ayres to eliminate the trial period and adopt the NOVA manual subject to the original clarifications provided by the EMS Advisory Council.

The motion was adopted (7-0-0-0)

4. FY06 Budget Priorities

A motion was made by Commissioner Love and seconded by Commissioner Ayres to adopt the budget priorities outlines in the Commission's minutes with the following exceptions: (1) the Aldie BLS ambulance will be discussed at a special Commission meeting scheduled for 7 December and (2) the inclusion of \$45,000 for the completion of the video conference system upgrade.

The motion was adopted (7-0-0-0)

5. FRG Operations 1.3, Establishment of Career Operational Services

A motion was made by Commissioner Ayres and seconded by Chief Dawley to amend FRG Operations 1.3 Paragraph P to establish MEDIC 23 services 12/7 effective 30 December 2004.

The motion was adopted (7-0-0-0)

X. ANNOUNCEMENTS

Commissioner Rambo advised that the Department and Ashburn Fire and Rescue has agreed to meet at 1730 hours on 7 December 1730 hours to discuss the development of the Moorfield Fire and Rescue Station. The Commission has agreed to meet at 1900 hours on 7 December to discuss the introduction of BLS services at the Aldie Fire Station.

Commissioner Rambo noted that the Commission would hold a special work session at 1600 hours on 22 December to review a series of pending guidelines. Dinner will be provided of all Commissioners, staff, volunteers, and members of the public attending the meeting.

XI. EXECUTIVE SESSION

A motion was made by Commissioner Rambo and seconded by Commissioner I. Buchanan to enter Executive Session for the purpose of discussing personnel matters.

The motion was adopted (7-0-0-0)

A motion was made by Commissioner Rambo and seconded by Commissioner Muller to return to regular session by certifying that only personnel matters was discussed while the Commission was in Executive Session.

The motion was adopted (7-0-0-0)

XII. ADJOURNMENT

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to adjourn the Commission until the next scheduled meeting of 28 December 2004.

The motion was adopted (7-0-0-0)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Douglas G. Rambo". The signature is stylized with a large initial "D" and "R".

Douglas G. Rambo, Chairman
Fire and Rescue Commission